



No Bachelor's degree required
No tax experience required

Office Assistant

- **37.5 full time work week = Work/Life Balance**
- **Paid vacation, sick and personal benefit time**
- **Health, dental, vision and life insurance benefits**
- **Career Advancement**
- **Tuition Reimbursement**

Position Requirements:

An Office Assistant is a full-time position with state benefits and an annual starting salary of \$36,900 to \$48,888. The position requires knowledge, skill, and mental development equivalent to the completion of high school and one year of related office experience.

How to Apply: Applicants must apply during an active posting by sending a completed and signed CMS-100 employment application to the Illinois Department of Revenue (IDOR) contact person or email address listed on the job posting. Once the posting closes, IDOR's Human Resource staff will send all applications to CMS for grading. For titles requiring an automated exam, CMS testing staff will contact the applicant to schedule an exam. Selected candidates must pass a tax compliance check and fingerprint background clearance.

If you know anyone who is interested in this position or other employment opportunities at IDOR, please encourage them to visit [State of Illinois Employment Opportunities - Employment Opportunities](#) webpage. This page includes a link to the CMS-100 employment application, a job alert feature, and much more.